


Description of Position	<p>Title of Position: <b>Data Control Clerk</b> Classification Code: <b>02702000</b>  Salary Range: <b>(315A) \$27542-29964</b> Reference Position No: <b>3340-10000-007</b>  <b>Children, Youth &amp; Families Licensing</b> Application Period: <b>6/21/2004 to 6/27/2004</b>  Department or Agency Name Division—Section—Unit Location: <b>101 Friendship St.</b>  Assignment(s)/Comments: <b>Providence, RI</b>  Restrictions/Limitations: <b>None</b>  Shift and Days: <b>Monday-Friday: 8:30 am to 4:00pm</b>  Position Covered By Collective Bargaining Union Agreement Yes <b>X</b> No  Name of Bargaining Union: <b>Council 94</b>  There is is not <b>X</b> a Civil Service List for this position See A/B or Both for Specific Instructions</p>										
General Information To Candidate	<p><b>Instructions:</b>  A. <b>STATE EMPLOYEES LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a letter “bid” noting your intention to bid, the position title and posting number (found on upper left hand corner of posting).  <b>Most important</b> – please include the following information:  • The title of the position for which you are applying • Name of your department where you are currently employed  • Title of your present position and date you entered it • Your business telephone number  • Date you entered State service • Present Union Affiliation ***  *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.  B. <b>NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>  If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters “N.A.” for Not Applicable. If you fail to answer all of the questions on the application form, you may delay consideration of your application.  C. <b>AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>  • <b>REASONABLE ACCOMODATION:</b>  If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.  • <b>MEDICAL INFORMATION:</b>  Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulation of the Americans with Disabilities Act (ADA).</p>										
Statement of Duties	<p><b>DUTIES / RESPONSIBILITIES:</b>  To perform complex word processing and data entry functions on an electronic computer keyboard using word processing and at least one other software program; to perform complete and accurate clearances in RICHIST system; to enter in RICHIST providers for supervisory approval and update information regularly; to provide support to facility monitors, including formatting, typing data, etc; to enter and monitor provider data; to prepare monthly statistical reports for administrator; to create and maintain excel spreadsheet for statistical purposes; to coordinate and summarize all licensing reports generated by RICHIST; and to do related work as required.</p>										
Minimum Education and Experience	<p><b>EDUCATION / EXPERIENCE/ SPECIAL REQUIREMENTS:</b>  <b>Education:</b> Graduation from a high school or from a computer-related technical school; and  <b>Experience:</b> Employment in a capacity involving the operation of data entry/on-line terminals and printers with exposure to parameter driven data retrieval and report generator programs.  <b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>										
Where To Apply	<p align="center"><b>POSTED FOR LATERALS AND RECRUITMENT</b></p> <p>Apply within the application period as shown on this announcement, <b>NOTE:</b> Some state union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <table border="0"> <tr> <td>Dept. of Children, Youth &amp; Families</td><td>Phone: (401)528-3681</td></tr> <tr> <td>Office of Human Resources</td><td>Fax: (401)528-3680</td></tr> <tr> <td>101 Friendship St., 2<sup>nd</sup> Floor</td><td>TDD: (401)222-5803</td></tr> <tr> <td>Providence, RI 02903</td><td></td></tr> <tr> <td>Attn: Ellen L. Moan</td><td></td></tr> </table> 	Dept. of Children, Youth & Families	Phone: (401)528-3681	Office of Human Resources	Fax: (401)528-3680	101 Friendship St., 2 <sup>nd</sup> Floor	TDD: (401)222-5803	Providence, RI 02903		Attn: Ellen L. Moan	
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